ASSOCIATION OF SPECIAL PROJECTS IN REGION EIGHT
MONTANA OPERATIONAL GUIDELINES
LAST EDITED 9/27/2005 BY BENGE BASED

PREAMBLE

These "Operational Guidelines" are established in order to provide generally accepted procedures and activities for members of the Association of Special Programs in Region Eight (ASPIRE) who, by virtue of residence and employment in the State of Montana and their membership in ASPIRE, are commonly referred to as Montana Chapter of ASPIRE.

These Guidelines are subordinate to the Constitution, by-laws, and Standing Rules of ASPIRE and should not be construed to imply the establishment of a legal corporation or entity outside ASPIRE.

This shall establish no fiscal or legal identity apart from ASPIRE, nor shall it maintain a budget separate from ASPIRE, except as otherwise specified in these guidelines.

ARTICLE I – NAME

The name of this ad hoc shall be the "Montana Chapter of ASPIRE" .

ARTICLE II – PURPOSES, GOALS, AND OBJECTIVES

The purposes, goals and objectives of Montana Chapter of ASPIRE shall be to provide an organized structure for ASPIRE members in Montana and to promote the goals and objectives of ASPIRE as stated in ARTICLE II, Sections A, B, and C, of the ASPIRE Constitution.

ARTICLE III – MEMBERSHIP

Membership in the Montana Chapter of ASPIRE shall be automatically provided if you are an Active Professional, Associate, Affiliate, and Student Members of ASPIRE. Membership definition, status, eligibility, rights, and duties shall be concurrent with ASPIRE membership, as per ARTICLE III of the ASPIRE Constitution, except as follows:

- The individual members must reside and/or be employed within the State of Montana;
- ASPIRE membership is required to hold the office of the President, President Elect, or Secretary/Treasurer.
- ASPIRE membership and/or Montana membership of Committee Chairpersons or of Committee members is required.

A separate Montana Chapter of ASPIRE membership shall be made available to persons who are not members of ASPIRE.

ARTICLE IV – MEMBERSHIP DUES

Membership in ASPIRE shall constitute membership in Montana Chapter of ASPIRE, and no additional dues are assessed.

Individuals who are eligible to be members of ASPIRE, but who choose not to join, may be voting members of Montana Chapter of ASPIRE by paying a membership fee of 25% of ASPIRE dues.

ARTICLE V - OFFICERS

The Officers of Montana Chapter of ASPIRE shall be President, President Elect, and Secretary/Treasurer.

<u>Section A - President</u>

The President shall be the chief elected officer of Montana Chapter of ASPIRE. The President must be an active Professional Member of ASPIRE.

Duties of the President shall include:

a. Representing Montana on the executive board of ASPIRE.
b. Setting and presiding over all meetings of Montana Chapter of ASPIRE.
c. Making appointments to standing committees, ad hoc committees, and task forces.
d. Ex officio membership in all state committees and task forces.
e. Representing Montana Chapter of ASPIRE members as a whole.
f. Preparing and disseminating a state budget for approval of the state membership within sixty days of taking office.
g. Approving all expenditures of Montana Chapter of ASPIRE funds, including funds provided to Montana Chapter of ASPIRE by ASPIRE and funds raised specifically for Montana Chapter of ASPIRE.
h. Communicating with each project within the state on a regular and frequent basis, including monthly updates of the Council for Opportunity in Education hotline messages.
i. Keeping records of contacts made within the state, including person contacted, issues raised, assistance provided, and follow up required.
j. Informing the ASPIRE executive board of the state meeting date and location, and planning the meeting at a time not in conflict with other states' meetings, and inviting ASPIRE leadership to attend the state meeting.
k. Providing transitional training to the President-elect, including familiarization with the relevant records and files.
l. Complete a brief end-of-year report by September 30 of the year in which the presidency has been held.
m. Chair or serve on ASPIRE regional committees as interested.
n. If possible, attend Policy Seminar and COE Leadership training in March.
o. Appoint a representative from the state to the regional awards committee.
p. Prepare articles for ASPIRATIONS as requested.
q. Preside over and coordinate the training and/or professional development component at the state meeting.
r. The outgoing president shall arrange transition training for the new board.

<u>Section B – President-Elect</u>

The President-elect must be an active Professional Member of ASPIRE. The President-elect shall serve with the same powers and authority as the President in the absence of the President.

The President-elect shall succeed to the office of President in October of the year following the election to the office of President-elect. The transition will occur during the second state meeting at the regional ASPIRE meeting. If there is only one state meeting, it will occur midway through that meeting after conducting old business and election of new officers.

The President-elect shall assume the Presidency for the remainder of the Presidential term in the event of the resignation or incapacitation of the President.

In the event that the President-elect is unable to complete his/her term of office, the President shall appoint a Montana Chapter of ASPIRE member to assume the duties of the President-elect for the remainder of the term. Such appointee shall not automatically succeed to the office of President, and office of President shall be added to the ballot for the year in which the President-elect would have succeeded to the office of President.

Duties of the President-elect shall include:

a. Representing Montana Chapter of ASPIRE on the ASPIRE executive board in the absence of the Montana Chapter of ASPIRE President.

b. Establishing and maintaining an e-mail distribution list of all MT project directors to facilitate communications.
c. Publishing a state newsletter on a quarterly basis.
d. Prepare a one-page ad for the ASPIRE conference program booklet.
e. Set and coordinate an annual State Initiative effort, to be coordinated with the state meeting held in Helena on odd numbered years (years when state legislature is in session).
f. Maintain communication with all Montana Chapter of ASPIRE committees and keep a current list of committee chairmanship, membership, and to collect committee reports as needed. Information should be shared or posted on a web site.
g. Attend ASPIRE leadership seminar in October.

Section C – Secretary/Treasurer

Duties of the Secretary/Treasurer shall include:

a. Recording and distributing minutes of all Montana Chapter of ASPIRE business meetings.
b. Maintaining records of Montana Chapter of ASPIRE meetings, correspondence, and activities.
c. Certifying that a quorum of 25% is present at Montana Chapter of ASPIRE business meetings.
d. Maintaining a current listing of Montana TRIO professionals with the state and regional membership status (based on membership in ASPIRE or Montana Chapter of ASPIRE Membership) and submit to ASPIRE membership chair by December 1.
e. Maintaining detailed records, including copies of receipts, of Montana Chapter of ASPIRE's income and expenditures.
f. Maintaining contact with the ASPIRE treasurer for the purpose of assuring consistent and accurate records of income, expenditures, and membership.
g. Maintaining a list of projects in Montana that are less than five years old for mentorship purposes.
h. Manning the registration table at the spring state meeting to include the certification of membership and collection of dues.
i. Oversee the state flag, including setup, display, removal and storage at state meetings.
j. Post updates to the Montana ASPIRE website.

ARTICLE VI – ELECTIONS

Nominations and elections for the office of President-elect, Secretary/Treasurer, and, when necessary, for the office of President, shall take place annually during the Montana Spring Conference, with installation of officers at the ASPIRE conference, ordinarily in the month of October.

Nominations shall be taken from the floor during the meeting specified for elections by the current President. Election of officers shall follow nominations. A simple majority of Montana ASPIRE members present and voting shall prevail. Proxy votes and absentee ballots shall not be recognized. Members of Montana Chapter of ASPIRE shall have one vote each."

ARTICLE VII – MEETINGS

Section A – Business Meetings

Business meetings of Montana Chapter of ASPIRE shall be held annually during the Aspire conference at such time as is scheduled by the ASPIRE executive board or conference chair for state meetings.

A spring meeting of Montana Chapter of ASPIRE shall also be held, typically in the month of March or April, as determined by the President. On odd numbered years the meeting will convene in Helena, MT.

Additional or special business meetings may be held at such other times as are determined necessary by the President and President-elect or by a simple majority of the membership as a whole.

Business meetings may be conducted according to Robert's Rules of Order. A quorum shall consist of 25% of Montana Chapter of ASPIRE membership. Montana Chapter of ASPIRE members shall have one vote each.

A simple majority of Montana Chapter of ASPIRE members present and voting shall prevail, unless exception is made in these Guidelines. Proxy votes shall not be recognized.

Meetings shall be open to any interested person. Non-members shall have voice but not vote.

Section B – Conducting Business through Email

Business may be conducted between state and regional meetings through email. Any items requiring a vote or membership approval will be emailed to all voting members of the Montana Chapter of ASPIRE. Members will have ten days to discuss and respond to any vote able item through email. A simple majority will determine the outcome.

Section C – Conferences and Workshops

Montana Chapter of ASPIRE may sponsor conferences and workshops for the professional development of members and other professionals.

ARTICLE VIII – COMMITTEES

The President shall appoint such committees and task forces as are necessary for the purpose of furthering the goals of ASPIRE and Montana Chapter of ASPIRE.

The only standing committee of Montana Chapter of ASPIRE shall be the finance committee. The finance committee shall be composed of the last three state past presidents still active in Montana Chapter of ASPIRE.

Any person sitting on a committee must be a member of Montana Chapter of ASPIRE.

ARTICLE IX – FISCAL MATTERS

The President shall develop a budget for approval by the members of Montana Chapter of ASPIRE within sixty days following the annual ASPIRE Conference (normally held in October). The procedure and guidelines for development and approval of this budget are attached as an addendum to these Operational Guidelines.

Officers and persons serving as members of committees shall receive no compensation for time or services, but may receive reasonable reimbursement for direct and documented expenses.

Requests for reimbursement and documentation of expenditures (including original receipts) shall be approved by signature of the Montana Chapter of ASPIRE Treasurer and President and submitted to the ASPIRE Treasurer in accordance with the ASPIRE Constitution and Standing Rules. The Montana Chapter of ASPIRE Secretary/Treasurer shall maintain records of all such requests and copies of documentation.

ARTICLE X – AMENDMENTS

These By Laws and any agenda may be amended by the affirmative vote of a simple majority of members present and voting at any duly called meeting of Montana Chapter of ASPIRE at which a quorum is present.

ADDENDUM TO OPERATIONAL GUIDELINES, MONTANA CHAPTER OF ASPIRE
PROCEDURE AND GUIDELINES FOR DEVELOPING YEARLY
BUDGET FOR MONTANA CHAPTER OF ASPIRE

PROCEDURE

- Within sixty (60) days following the annual ASPIRE Conference (normally held in October), the Montana Chapter of ASPIRE President shall develop a General Budget for approval by the state membership
- Montana Chapter of ASPIRE members shall have two weeks to return their ballots approving or disapproving the budget. Non-responses will be considered approval of the budget.
- The budget should cover the period of January 1 – December 31. It would include an estimate of funds available to Montana Chapter of ASPIRE during that period and would project estimated expenses.
- After the budget has been approved by the Montana Chapter of ASPIRE membership, the Montana Chapter of ASPIRE President is authorized to spend money in accordance with the budget. Except as noted in the next paragraph, modifications to the budget must be approved by a majority of Montana Chapter of ASPIRE members, when line item expenditures exceed the budget by 20% or $200 by means of written ballot mailed by the President.
- If time does not reasonably permit a survey of the membership regarding an item of expense for the state budget, the President may authorize expenditures with the approval of the Finance Committee.

GUIDELINES

Available funds for the state budget would ordinarily come from the following sources:

- Balance from prior year;
- ASPIRE Membership rebates;
- Registration fees from state meetings;
- Membership fees in Montana Chapter of ASPIRE;
- Other (e.g., state fundraisers, Regional contributions to the State budget).

Projected expenditures should respect priorities established by the membership of Montana Chapter of ASPIRE. Examples of appropriate expenditures for the state budget include:

- President’s travel to ASPIRE Executive Board meetings;
- Printing/postage for Montana Chapter of ASPIRE -related expenses;
- Travel for a member of Montana Chapter of ASPIRE to attend the Council for Opportunity in Education Policy Seminar, if necessary to achieve representation for Montana;
- Room and Board for ASPIRE President to attend Montana Sate meetings;
- Contributions to the Council for Opportunity in Education or ASPIRE;
- Travel for a Montana TRIO achiever, if selected, to attend meeting at which award is to be made;
- Scholarship (s) for Montana TRIO participant(s).

The following travel policies are adopted to extend the state budget as much as possible:

- Whenever possible, persons traveling on Montana Chapter of ASPIRE business should seek institutional support for some or all of their travel expenses.
- Whenever appropriate, persons traveling on Montana Chapter of ASPIRE business should use project funds for part or all of their travel expenses if the trip coincides with legitimate project business (e.g., Upward Bound school visitations, etc.). Montana Chapter of ASPIRE funds shall not be used to sponsor the travel of any member to the annual ASPIRE meeting in October or to a state meeting of Montana Chapter of ASPIRE.
- When travel is sponsored by Montana Chapter of ASPIRE funds, the following general policies shall apply:

    - When airfare is required, sufficient advance planning should take advantage of any discounts available;
    - When a private car is used, mileage will be reimbursed at the rate paid by the ASPIRE Executive Board.
    - Meals should be reasonable and reimbursed at cost, rather than at a per diem rate;
    - Lodging reimbursement should assume double occupancy whenever possible.